13 December 1954

CINDI 10-041-18A001000250001-A

MEMORALIUM FUR: Executive Assistant to the Director

Inspector General

Deputy Director (Flans)

Deputy Director (Intelligence) Deputy Director (Administration) Assistant Director for Communications Assistant Director for Personnel

Director of Training Director of Security

Comptroller

MANAT

: Conference with Regard to Publication of the Opinions of the General Councel

- 1. This will confirm a telephone conversation between the undersigned and a representative of your office on Friday, December 10, 1954, with regard to a conference to be held in Recom 317, South Building, on Wednesday, December 15, 1954, at 10:00 a.m. The conference is called for the purpose of discussing certain espects of the planned publication of the opinions of this office, an undertaking in which you have expressed an interest.
- 2. There follows a list of topics thought to constitute matters of more or less general interest by this office and which will be raised for discussion at the conference:
 - a. General character of the opinions to be published;
 - b. Format to be observed;
 - c. Distribution, particularly as regards:
 - (1) Machanics of accomplishment;
 - (2) Level of distributees
 - (3) Number of copies to each distributee;
 - (4) Present estimate of anticipated volume.
 - d. The mecessity of aterilisation;
 - c. The intended circulation of caveate with regard to the use of the published cointons:
 - I. Filing methods;

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- (1) Published opinions to be signed by the General Counsel;
- (2) Excess copies to be available from the Office of General Counsel:
- (3) Classification

You are requested to contribute any thoughts which you may have on the over-all subject at the conclusion of the discussion of the above topics.

- 3. Enclosed is a sample of an opinion as it will look upon publication. This is sent along for your perusal and commentary thereon if you wish.
- 4. Your attendance, or the attendance of a representative of your office, is requested.

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